

THE AUXILIARY TO THE
MEDICAL SOCIETY
OF THE
STATE OF NORTH CAROLINA



HANDBOOK



THE AUXILIARY TO THE
MEDICAL SOCIETY
OF THE
STATE OF NORTH CAROLINA

Organized April 18, 1923
Asheville, North Carolina

Cover designed by
DR. FREDERICK R. TAYLOR

Associated With The
WOMAN'S AUXILIARY
to the
AMERICAN MEDICAL ASSOCIATION

"Service to Others"

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FOREWORD

The purpose of the Handbook is to provide members of the Auxiliary to the Medical Society of the State of North Carolina with a clearer understanding of the Auxiliary, its methods, its policies, and its functions on the national, state, and county levels. It is necessary that all members agree on fundamental policies, principles, and practices. However, the Handbook is not intended to be an arbitrary set of rules. It is to be used as a guide to assist members in solving some of their problems.

This Handbook is dedicated to the Past Presidents whose efforts have been largely responsible for the continuity of growth and success of the Auxiliary through the years.

MEMBERSHIP PLEDGE

"I pledge my loyalty and devotion to the Woman's Auxiliary to the American Medical Association. I will support its activities, protect its reputation, and ever sustain its high ideals."

OBJECT

The object of this organization shall be to interpret the aims of the medical profession to other organizations interested in the promotion of health education; to assist in the entertainment at the meetings of the Medical Society of the State of North Carolina; to promote friendliness among the families of the medical profession; and to do such work as may be approved from time to time by the Advisory Committee appointed by the Medical Society of the State of North Carolina.

ORIGIN

The Woman's Auxiliary to the American Medical Association was organized in St. Louis, Missouri, May 26, 1922. It was a logical outgrowth of the state and county auxiliaries which were already in existence in five states. The idea of a National Auxiliary originated with the State Medical Association of Texas. Mrs. Samuel Clark Red of Houston, Texas was the first president.

With Mrs. Paul Pressly McCain acting as chairman, the organizational meeting of our Auxiliary was held in the ballroom of the Kenilworth Inn in Asheville, on the morning of April 18, 1923; this was at the time of the seventieth annual meeting of the Medical Society of the State of North Carolina. Mrs. Samuel Clark Red was present and made an address and helped with the organization.

The Auxiliary seal was designed in 1946 by Dr. Frederick Raymond Taylor of High Point.

In May, 1957 at the annual meeting in Asheville, pins were presented to each past president or a member of her family in recognition of service. This pin will be presented to each succeeding president of the State Auxiliary.



MRS. PAUL PRESSLY MCCAIN

Whose Devotion, Wise Counsel, And Undaunted Spirit Have Moulded and Fashioned This Auxiliary For Its First Thirty Years—May Her Interpretation Of "Service To Others" Be Its Guiding Spirit Through All The Years To Come.

LIST OF CHARTER MEMBERS

Mrs. E. C. Ashby—Mount Airy	Mrs. R. McBrayer—Sanatorium
Mrs. B. L. Ashworth—Marion	Mrs. P. P. McCain—Sanatorium
Mrs. A. McNeil Blair—Southern Pines	Mrs. John W. McConnell—Davidson
Mrs. A. C. Bulla—Raleigh	Mrs. Hettie W. McGeachy—Kinston
Mrs. Jack H. Bullock—Oxford	Mrs. J. V. McGougan—Fayetteville
Mrs. Paul C. Carter—Weldon	Mrs. C. Banks McNairy—Kinston
Mrs. B. O. Choate—Sparta	Mrs. W. A. McPhaul—Charlotte
Mrs. G. W. Choate—Salisbury	Mrs. John McRae—Asheville
Mrs. B. S. Compton—Oteen	Mrs. J. S. Milliken—Southern Pines
Mrs. T. C. Craven—Ramseur	Mrs. R. C. Mitchell—Raleigh
Mrs. H. Carlyle Dixon—Madison	Mrs. Charles E. Moore—Greensboro
Mrs. I. W. Faison—Charlotte	Mrs. K. C. Moore—Wilson
Mrs. Charles F. Gold—Ellenboro	Mrs. J. Gerald Murphy—Wilmington
Mrs. Graham Harden—Burlington	Mrs. John Q. Myers—Charlotte
Mrs. Battle A. Hocutt—Clayton	Mrs. D. Heath Nisbet—Charlotte
Mrs. W. P. Holt—Duke	Mrs. John B. Ray—Leaksville
Mrs. W. L. Jackson—High Point	Miss Edith Redwine—Asheville
Mrs. T. C. Johnson—Lumberton	Mrs. Charles R. Russell—Granite Falls
Mrs. James A. Keiger—Greensboro	Mrs. D. E. Sevier—Asheville
Mrs. R. C. Kendricks—Elizabeth City	Mrs. J. T. Sevier—Asheville
Mrs. A. A. Kent—Lenoir	Mrs. H. L. Sloan—Charlotte
Mrs. B. J. Lawrence—Raleigh	Mrs. H. F. Starr—Greensboro
Mrs. R. C. Linney—Charlotte	Mrs. C. M. Strong—Charlotte
Mrs. A. Y. Linville—Winston-Salem	Mrs. George T. Watkins, Jr.—Durham
Mrs. E. F. Long—Raleigh	Mrs. J. Howell Way—Waynesville
Mrs. John W. Long—Greensboro	Mrs. Frank D. Worthington—Charlotte

THE AUXILIARY TO THE MEDICAL SOCIETY OF THE STATE OF NORTH CAROLINA

BY — LAWS

Revised 1956

PREAMBLE

The Auxiliary to the Medical Society of the State of North Carolina shall be guided in all its activities by the Medical Society of the State of North Carolina through an Advisory Committee of the Medical Society of the State of North Carolina.

ARTICLE I — NAME

Section 1 — The name of this organization shall be The Auxiliary to the Medical Society of the State of North Carolina, a branch of the Woman's Auxiliary to the American Medical Association.

ARTICLE II — OBJECTS

Section 1 — The objects of this organization shall be to interpret the aims of the medical profession to other organizations interested in the promotion of health education; to assist in the entertainment at the meetings of the Medical Society of the State of North Carolina; to promote friendliness among the families of the medical profession; and to do such work as may be approved by the Advisory Committee of the Medical Society of the State of North Carolina.

ARTICLE III — MEMBERSHIP

Section 1 — Membership in the Auxiliary to the Medical Society of the State of North Carolina shall be composed of the wives and widows of members of the Medical Society of the State of North Carolina, and may be restricted only upon instructions from the Advisory Committee of the Medical Society.

Section 2 — Honorary Membership — (a) At any regular meeting of the House of Delegates, a member may be voted to honorary membership by a majority vote, provided the name has been presented to and passed upon at the Fall Board Meeting. To be nominated, a member must have rendered distinguished service in the work of the Auxiliary. Such honorary member shall be entitled to all privileges of the Auxiliary and shall be exempt from payment of all dues. The State Auxiliary shall assume the responsibility for payment of national dues for such a member.

(b) Any member who has been a member of the Auxiliary continuously for thirty (30) years, and who has paid dues continuously during that time, shall become a life member and shall be entitled to all privileges of the Auxiliary. Such member shall then be exempt from payment of dues, and national dues shall be paid by the State Auxiliary.

County Auxiliaries may, at any time, by unanimous vote, elect honorary or life members in accordance with (a) and (b). The County Auxiliary shall assume responsibility for paying State and national dues for such members.

(c) Widows — Upon the death of a doctor in good standing, his widow may continue to enjoy the privileges of the Auxiliary, provided such member continues to pay dues according to local auxiliary by-laws. Such member may

vote, hold office, and represent the Auxiliary on any occasion, and is entitled to honorary or life membership as outlined under Section 2 – (a) and (b).

Section 3 – Life membership may be conferred on the payment of \$100.00.

Section 4 – The Annual Dues shall be used to pay the dues of the National Auxiliary, and the balance shall be used to defray the expenses of this Auxiliary as outlined in Article VIII – Section 3 (a).

ARTICLE IV — HOUSE OF DELEGATES

Section 1 – The House of Delegates shall be the legislative and business body of the Auxiliary and shall consist of the Board of Directors and delegates elected by the component auxiliaries.

Section 2 – The House of Delegates shall meet during the Annual Meeting of the Auxiliary.

Section 3 – This body shall hear all reports and act on recommendations from the Board of Directors.

Section 4 – Each component Auxiliary shall be entitled to one delegate for the first twenty-five (25) members or less, and an additional delegate for each additional twenty-five (25) members or any additional major fraction of twenty-five members.

Section 5 – Members of the County Auxiliaries and members-at-large may attend the meeting of the House of Delegates unofficially.

ARTICLE V — ELECTION OF OFFICERS

Section 1 – The officers of this Auxiliary shall be a President, President-Elect, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian. The Organizing President shall be the Honorary President for life and shall have all the privileges of an elected officer.

Section 2 – The office of President-Elect shall alternate, if possible, between the eastern and western sections of the State. The out-going President automatically becomes First Vice-President. The in-coming President shall appoint the Corresponding Secretary and the Parliamentarian. The Recording Secretary shall be elected in odd years, and the Second Vice-President and Treasurer in even years.

Section 3 – All officers except the Corresponding Secretary and Recording Secretary shall have previously served on the Board of Directors, and shall have the endorsement of their local organization.

Section 4 – A majority of the delegates present and voting at an Annual Meeting shall constitute an election.

Section 5 – There shall be a Nominating Committee consisting of five members and two alternates, no two of whom shall come from the same District. These shall be elected at the Board Meeting immediately preceding the Annual Meeting. They shall hold an organizing meeting at once to elect a Chairman from their own number. The Recording Secretary may poll this vote by mail.

Section 6 – The Nominating Committee shall confer and come to an agreement before asking anyone to serve, and shall obtain the consent of all nominees before presenting their names. Nominations shall be permitted from the floor.

Section 7 – No officer, except the Treasurer and the Parliamentarian shall be eligible for more than two consecutive years in the same office.

Section 8 – A vacancy occurring in an office shall be filled by the Executive Committee. The President, as Chairman of the Executive Committee, may request the Nominating Committee to submit a list of eligible candidates to fill a vacancy, from which the Executive Committee may appoint an officer to fill the vacancy. The vote may be taken by mail.

ARTICLE VI — DUTIES OF OFFICERS

Section 1 – (a) The President shall preside at all meetings of the Auxiliary, of the Executive Committee, and of the Board of Directors. She may call special meetings of the Executive Committee, Board of Directors and of all special committees except the Nominating Committee.

(b) The President shall approve for disbursement all items in the Annual Budget and additional orders on the Treasury. She shall have general supervision of all affairs of the Auxiliary.

(c) The President shall appoint chairmen of standing committees according to the procedure given in Article XV, Section 2.

(d) The President, as Chairman of the Board of Directors, shall present its Annual Report and other business of importance to the Auxiliary at its Annual Meeting.

(e) The President shall serve as an ex-officio member of all committees except the Nominating Committee, and shall be consulted by them concerning their work.

Section 2 – The President-Elect shall act as aide to the President, performing all duties assigned by the President. She shall keep in touch with the activities and projects of the Auxiliary to insure the continuity of the work.

Section 3 – Also to carry out the continuity of the work, the retiring President shall automatically become First Vice-President, and shall be in charge of organization. If for any reason the President is unable to carry out the duties of her office, this shall be considered a vacancy and shall be filled by the Executive Committee. The First Vice-President shall have direct supervision of the work of the Councilors and shall give their report at the Annual Meeting.

Section 4 – The Second Vice-President shall serve as Chairman of Activities. It shall be her duty to promote the endowment and maintenance funds of the beds at the State Sanatoria and the Auxiliary Loan Fund. She shall be permitted to appoint such chairmen as may be deemed essential to raise funds and to interest the membership in these activities.

Section 5 – The Recording Secretary shall keep in permanent form the Minutes of the Auxiliary, the Executive Committee and the Board of Directors. She shall keep a file of these members and notify them of their appointment. She may work with a committee of three appointed by the President to prepare the transactions of the Annual Meeting to be published in the September issue of the North Carolina Medical Journal.

Section 6 – The Corresponding Secretary shall conduct such correspondence as may be assigned by the President.

Section 7 – The Treasurer shall be custodian of the funds of the Auxiliary. She shall disburse them in accordance with the fiscal Budget or upon written order of the President, who shall in turn be guided by the Finance and Budget Committee as to advisability of extraordinary expenditures. She shall make an Annual Report of her stewardship, which shall be audited by a Certified Public Accountant.

Section 8 – The Parliamentarian shall interpret the By-Laws, and when called upon, shall advise regarding procedure as directed by these By-Laws.

ARTICLE VII — MEETINGS

Section 1 – The Annual Meeting of the Auxiliary shall be held at the same time and place as that of the Medical Society of the State of North Carolina. If for any reason an annual meeting cannot be held, the Board of Directors may transact all business usually acted upon by the membership, including the election of officers.

ARTICLE VIII — FINANCES

Section 1 – There shall be a Finance and Budget Committee, consisting of the Treasurer, who by virtue of her office shall act as Chairman, the President-Elect, and the First Vice-President. This Committee shall act in an advisory capacity in all transactions involving the expenditure of Auxiliary funds. Any suggestions for starting new projects must be approved by the Advisory Committee from the Medical Society. If they involve the expenditure of Auxiliary funds, they must also be approved by the Finance and Budget Committee, and then be voted upon at an Annual Meeting.

Section 2 – The Finance and Budget Committee shall submit to the Board of Directors at its pre-convention meeting a budget for the ensuing year. This Budget, together with any changes adopted by the Board, shall be submitted to the Annual Meeting for discussion and adoption. It shall then be controlling upon the Executive Committee.

Section 3 – (a) From the annual dues, the National Auxiliary dues shall be paid, and the remainder shall be used to defray the expenses of the State Auxiliary, subject to recommendations from the Finance Committee, and approved by the Board of Directors and House of Delegates at the Annual Meeting.

(b) Moneys received from interest on United States Savings Bonds held in safekeeping for the endowment funds, viz., McCain, Martin L. Stevens, George M. Cooper and Paul Allison Yoder, shall be used for the upkeep of these beds in the four State Sanatoria and shall be deposited in an account to be known as the "SANATORIA FUND". At the end of each fiscal year the moneys left in this fund, over and above \$500.00, shall be divided among the endowment funds which have not reached their goal, until such a time as a ten thousand dollar (\$10,000.00) total has been established for each of the beds. At such time it shall be divided as directed by the Board of Directors and approved at the Annual Meeting.

Section 4 – Moneys in the various funds: viz., McCain, Martin L. Stevens, George M. Cooper, and Paul Allison Yoder Endowment Funds, have been solicited and contributed by individuals interested in these special activities and may not be used for any other purpose, until such time as a ten thousand dollar (\$10,000.00) endowment fund has been established for each of these beds. At such time, future contributions may be allocated to other projects with the approval of the Board of Directors and the House of Delegates at the Annual Meeting. (See Article VIII, Section 1 and Article XI, Section 4).

Section 5 – Officers and chairmen whose work has necessitated the expenditure of money during the year shall present an itemized statement to the Treasurer two weeks before the Annual Meeting. These amounts shall not exceed the amounts

budgeted for any specific activity or officer. All budgeted funds not used shall remain in the general fund. The Auxiliary is not responsible for any moneys spent by any officer or chairman over and above the budgeted amount unless approved by the Budget Committee and voted by the Executive Committee. This vote may be taken by mail by the Chairman of the Budget Committee.

Section 6 – The Treasurer shall close her books after the Annual Meeting with the close of the fiscal year, June 30 of that year, and shall present them to a Certified Public Accountant for auditing. A copy of the Auditor's report shall be placed in the Treasurer's records. The Auditor's report shall be published in the North Carolina Medical Journal with the Annual Report of the Treasurer.

Section 7 – The Student Loan Fund shall be administered strictly according to the By-Laws, Article XII.

ARTICLE IX — EXECUTIVE COMMITTEE

Section 1 – The Executive Committee shall consist of the duly elected officers and the Organizing President.

Section 2 – The Executive Committee shall perform the duties of the Board of Directors between meetings of the Board, shall act in emergencies, and shall transact all business referred to it by the Board.

ARTICLE X — BOARD OF DIRECTORS

Section 1 – The Board of Directors shall consist of the members of the Executive Committee, the Councilors, Chairmen of all Committees, Past Presidents, Corresponding Secretary and Parliamentarian.

Section 2 – The management and control of the Auxiliary between the Annual Meetings shall be vested in the Board of Directors, which shall meet prior to the Annual Meeting each year to receive the reports of committees and officers, and to formulate recommendations for the work of the coming year; and in the fall of the year at the call of the President, to present plans for the year.

Section 3 – No general communication may be sent out by any member of the Board of Directors, or by any other member of the Auxiliary without first being submitted to the President for approval.

ARTICLE XI — BEDS AT STATE SANATORIA

Section 1 – The members of this Auxiliary shall have as their major projects the upkeep of the McCain Bed at McCain, Martin L. Stevens Bed at the Western Sanatorium at Black Mountain, the George M. Cooper Bed at the Eastern Sanatorium at Wilson, and the Paul Allison Yoder Bed in the Gravelly Sanatorium at Chapel Hill.

Section 2 – Doctors and members of doctors' families shall be given preference as occupants of these beds.

Section 3 – Should no member of a doctor's family have need for these beds, they may be used by any worthy person chosen by the Superintendents of the Sanatoria and confirmed by the Chairmen of the Beds.

Section 4 – There shall be endowment funds of ten thousand dollars (\$10,000.00) for each one of the beds at the four State Sanatoria, which shall be kept in separate accounts and shall be known as the MCCAIN ENDOWMENT FUND, THE MARTIN L. STEVENS ENDOWMENT FUND, THE GEORGE M. COOPER ENDOWMENT FUND and THE PAUL ALLISON YODER ENDOWMENT FUND, respectively. Money

may be given until the ten thousand (\$10,000.00) total has been reached, to any or all of these funds, and may not be voted for use by any other activity. These funds shall be administered strictly according to Article VIII, Sections 3 and 4. *Section 5* – All moneys given to the Auxiliary without special designation shall be divided among the endowment funds which have not reached their goal.

ARTICLE XII — STUDENT LOAN FUND

Section 1 – There shall be an Auxiliary Student Loan Fund, from which money shall be lent to worthy individuals for use in the Junior and Senior years of their study and training in medicine, nursing and allied fields. The choice of school shall be left to the recipient of the loan. Preference shall be given to the sons and daughters of doctors, but in all cases shall be based on financial need.

Section 2 – The loan shall be limited to \$500.00 a year for two years to any one individual.

Section 3 – No loans shall be made without the consent of the Executive Committee and the Advisory Committee of the State Medical Society, and shall be disbursed by the Treasurer upon their advice.

Section 4 – All notes given as security for the loans shall mature in three years. Interest at the rate of 3% shall begin one year after maturity.

ARTICLE XIII — COUNCILORS

Section 1 – The number of Councilors shall correspond to those of the State Medical Society.

Section 2 – Councilors may be elected by their Districts or appointed by the President. Under the direction of the First Vice-President, they shall have charge of the extension work in their respective Districts, and shall serve for a term of three years.

ARTICLE XIV — STANDING COMMITTEES

Section 1 – The Standing Committees may be created by the Board of Directors as they are needed to promote the work of the Auxiliary.

Section 2 – The Chairman of the Committee on Nominations is elected for one year only (See Article V, Section 5). The Chairmen of the Committee on Awards and Press and Publicity are appointed by the President for one year only, and may be reappointed. All other chairmen are appointed for a term of two years, and may serve two consecutive terms.

The following Chairmen are to be appointed in ODD years:

Civil Defense	Program
Doctor's Day	Community Service
Legislation	Radio, TV and Movies
Memorial	<i>Today's Health</i>
Mental Health	Safety

The following Chairmen shall be appointed in EVEN years:

American Medical Education	Paramedical Careers Recruitment
Foundation	Research
Auxiliary News	By-Laws
Bulletin	Community Health
Historian	Scrap Book

Section 3 – According to Article VI, Section 4, the Second Vice-President may appoint chairmen for the Sanatoria Beds and Student Loan Fund. These are appointed for two years, or the term of her office, and may not be reappointed for a consecutive term.

ARTICLE XV — AFFILIATION WITH SOUTHERN MEDICAL AUXILIARY

Section 1 – The Councilor to the Southern Medical Auxiliary shall be, ex-officio, a member of the Board of Directors of this Auxiliary.

Section 2 – This Auxiliary shall have Chairmen of Research and Doctor's Day, who shall interpret and promote these activities of the Southern Medical Auxiliary in this organization. They shall work directly under the corresponding Chairmen of the Southern Medical Auxiliary, reporting to them, to the State Councilor of the Southern Medical Auxiliary, and to the Board of Directors of this Auxiliary.

Section 3 – The Research Chairman shall prepare such articles as may be requested by the Research Chairman of the Southern Medical Auxiliary, and shall send three typewritten copies to the Research Chairman of the Southern Medical Auxiliary, one to the State Councilor, one to the Recording Secretary of this Auxiliary, and keep one in her files to pass on to her successor.

Section 4 – The Chairman of Doctor's Day shall promote the observance of March 30th as the day on which members of this Auxiliary will honor in some manner the doctors of North Carolina.

ARTICLE XVI — AMENDMENTS

These By-Laws may be amended at any Annual Meeting by a two-thirds vote of the Delegates present and voting; provided the amendment has been presented to the Board of Directors at its Fall meeting and is approved by it, or if the amendment has been presented to the membership in writing, or has been published in the Auxiliary News, at least thirty (30) days prior to the pre-convention meeting of the Board of Directors and approved by them and the voting body at the Annual Meeting.

ARTICLE XVII — PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the Parliamentary Authority for this Organization.

Revised 5/31/56

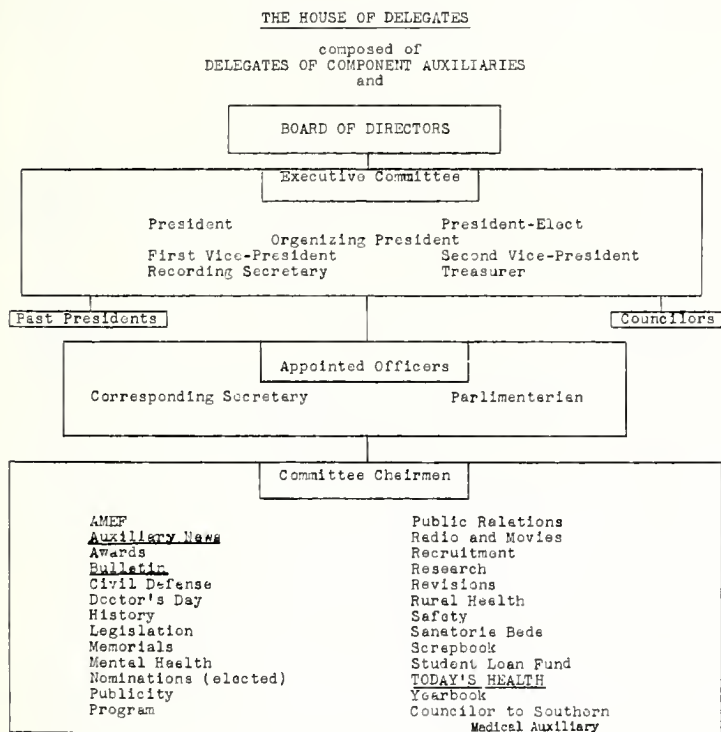
ORGANIZATIONAL STRUCTURE

What Is The Auxiliary to The Medical Society of the State of North Carolina?

An organization serving as an aid to the medical Society in promoting the objectives of the profession in the state. It has a responsibility to the Woman's Auxiliary of the American Medical Association as well as to the Medical Society.

How is it Organized?

The legislative and business body of the Auxiliary, under the direction of the Advisory Committee of the Medical Society, is:



THE ADVISORY COMMITTEE

County auxiliaries are formed with the consent of the County Medical Society. Hence, an advisory committee or council from the county society to work closely with the officers of the auxiliary is of major importance. Usually three or five physicians, well versed in the work of the county society, are appointed by the president of the county society to serve for one year.

Likewise, after the annual meeting of the state society in May of each year an advisory committee is appointed by the president of the Medical Society of the State of North Carolina to work closely with the officers of the State Auxiliary. The chairman of the advisory committee is the special advisor to whom the president may turn for advice frequently and quickly. This committee must advise upon all matters of policy and review the program of the State Auxiliary.

POLICY

The Auxiliary to the Medical Society of the State of North Carolina is a federacy of its component Auxiliaries and a constituent Society of the Woman's Auxiliary to the American Medical Association.

This Auxiliary shall not affiliate with other federated organizations nor endorse any commercial interest nor candidate for public office. Neither the name of the Auxiliary nor the name of any officer in her official capacity shall be used in any connection with a commercial concern, or with any political interest; however, the Auxiliary may endorse or oppose pending legislation and assume a stand on matters of public policy if so recommended by its Advisory Committee from the Medical Society of the State of North Carolina.

REPRESENTATION IN OTHER ORGANIZATIONS

1—The North Carolina Council of Women's Organizations

This Council which was organized in 1952, holds a Leadership Training Workshop each year for delegates from member organi-

zations. The Auxiliary, a charter member, has two delegates appointed by the president.

2—The North Carolina Family Life Council

We first sent a representative to this council in 1952. Its objectives are sponsoring Family Living Courses in all state high schools and establishment of receiving homes for juvenile offenders.

3—The North Carolina Health Council

The Auxiliary has been represented since 1952 by two representatives appointed by the president.

4—The North Carolina Mental Health Association

The state chairman of Mental Health of the Auxiliary serves as the representative of this organization. She also serves as liaison between the North Carolina Mental Health Association and the county chairmen of Mental Health. She also promotes the observation of Mental Health Week. Our affiliation began in 1954.

5—The Advisory Committee to the Medical Society Committee on Rural Health and Education

The state chairman of Rural Health has served this group since 1956 as our representative from the Medical Auxiliary. She helps plan the District Rural Health Conferences.

6—North Carolina League for Nursing

Since 1956 the state Recruitment chairman has represented the Auxiliary at the annual meeting of the North Carolina League for Nursing.

7—Eye Bank for Restoring Sight, Inc.

The president appointed the first representative from the Auxiliary in 1956. The Auxiliary has aided the educational drives of this organization.

8—Florence Crittenden Home

We have had a representative for this organization since 1956. This is a home for unwed mothers in Charlotte. Our contribution has been in educating the public about the home, giving money and being influential in having the Home included in the budget of local Community Chests.

BASIC TOOLS FOR OFFICERS AND CHAIRMEN

HANDBOOK for State and County Auxiliaries. Published by Woman's Auxiliary to A.M.A., 535 N. Dearborn St., Chicago 10, Illinois; Cost—Fifty cents.

BULLETIN of Woman's Auxiliary to American Medical Association. Published quarterly; subscription \$1.00 per year.

TODAY'S HEALTH Magazine for both professional and lay people. Published monthly by American Medical Association; subscription \$1.50 for physicians' families.

AUXILIARY NEWS, the publication of the Auxiliary to the Medical Society of North Carolina. Published by the Public Relations Department of Hospital Savings Association in Chapel Hill, N. C. and sent free to all members of the Auxiliary to the Medical Society of the State of North Carolina.

GUIDE TO SERVICES (Current Edition, American Medical Association)

The American Medical Association Washington Letter, 1523 L Street, N. W., Washington 5, D. C.

BY-LAWS OF THE WOMAN'S AUXILIARY TO THE AMERICAN MEDICAL ASSOCIATION.

NORTH CAROLINA MEDICAL JOURNAL. Roster of Auxiliary members in September Issue; Minutes of Annual Meeting in Special Supplement in October.

ROBERT'S RULES OF ORDER REVISED.

FILES of material from predecessor.

IMPORTANT ADDRESSES

American Medical Association, 535 N. Dearborn St., Chicago 10, Illinois.

The Medical Society of the State of North Carolina; Mr. James T. Barnes, Executive Director, 203 Capital Club Building, Raleigh, N. C.

Mr. William N. Hilliard, Executive Assistant for Public Relations, 212 Capital Club Building, Raleigh, N. C.

Rural Health Consultant, 203 Capital Club Building, Raleigh, N. C.

Southern Medical Association, Birmingham, Alabama

The A.M.A., Washington office—1523 L St., N. W., Washington 5, D. C.

ADMINISTRATION OF STATE AND COUNTY AUXILIARIES

I Board of Directors

(See p. 12. Constitution and By-Laws)

II Officers

The President

Qualifications: The State President must be an active member of the Woman's Auxiliary to the American Medical Association. In addition, she must have had at least one year's experience as a county president; two years' experience as an active member of the State Board; and the endorsement of her local organization.

Duties and Responsibilities: The President is the chief executive of the state auxiliary, and in this capacity, her chief duty is to promote the objectives of the auxiliary as set forth in the constitution and by-laws. She shall represent the auxiliary at all meetings of other organizations with which the auxiliary is affiliated, to which she is invited, insofar as possible.

1. Select the chairmen of standing and special committees, unless otherwise provided for in the constitution and by-laws.

2. Consult the Advisory Committee from the Medical Society on all proposed policies and projects.

3. Plan the program and work with the help of the Executive Committee, with a specific goal in mind for the year's work.

4. Compile a yearbook.

5. Preside at all meetings of the auxiliary. (a) Select place and date, and plan the Fall Board Meeting and Workshop with the help of a local arrangements committee. (b) Plan Annual Convention with help of local arrangements committee.

6. Attend the annual meeting of the Woman's Auxiliary to the American Medical Association and the mid-year Conference of State Presidents, Presidents-Elect, and National Committee Chair-

men held in Chicago. (Expenses to the latter paid by the State Medical Society).

7. Assist county presidents and district councilors: (a) Field visits. (b) Communications through personal and form letters. (c) Messages in *The Auxiliary News*.

8. Serve as an ex-officio member of all committees except the nominating committee.

9. Submit reports: (a) Annual report to the auxiliary. (b) Annual report to the Medical Society. (c) List of state officers and chairmen with addresses to the Woman's Auxiliary to the American Medical Association, immediately after the Annual Convention. (d) Annual report to the Woman's Auxiliary to the American Medical Association.

10. Expense account sent to the Treasurer by April 10th.

The President shall remember at all times that she represents an organization of over 2,000 members, and that her responsibility extends beyond the actual work of the auxiliary program.

State President-Elect—The State President-Elect is the person upon whom the office of President is expected to fall at the next Annual Convention. Her duties are:

1. Serve as a member of the Executive Committee and Board of Directors.

2. Serve as a member of the Budget and Finance Committee.

3. Act as aide to President.

4. Attend National Conference of State Presidents and Presidents-Elect in Chicago. Expenses paid by Medical Society.

5. Use the year as a period of self-education in all Auxiliary matters.

6. Attend all meetings of the Executive Committee and the Board of Directors.

7. Select chairmen of committees prior to Annual Convention.

8. Request the appointment of an Advisory Committee from the Medical Society of the State of North Carolina after the Annual Convention.

9. Annual report due when requested by president.

10. Expense account should be sent to the treasurer by April 10.

First Vice-President—The office of First Vice-President is automatically filled by the retiring President of the State Auxiliary. Her duties are:

1. Chairman of Organization and Membership.
2. Direct the work of the District Councilors who are responsible for the county organization in her District as well as members-at-large.
3. Serve as a member of the Executive Committee and Board of Directors.
4. Serve as a member of the Budget and Finance Committee.
5. Preside in the absence of the President.
6. Annual report of the work of the Councilors when requested by president.
7. Expense account sent to the Treasurer by April 10.
8. To encourage membership-at-large in unorganized counties.

Second Vice-President—The Second Vice-President is elected in even years for a term of two years. Her duties are:

1. Chairman of Activities.
2. Serve as member of the Board of Directors and the Executive Committee.
3. Preside in the absence of the President and the First Vice-President.
4. Appoint the following Chairmen and keep them informed of their duties:
 - (a) Cooper Bed Chairman
 - (b) McCain Bed Chairman
 - (c) Stevens Bed Chairman
 - (d) Yoder Bed Chairman
 - (e) Student Loan Fund Chairman
5. Annual report of the appointed chairmen when requested by president.
6. Expense account sent to the Treasurer by April 10.

State Corresponding Secretary—The State Corresponding Secretary is appointed by the President for a term of one year. Her duties are:

1. Serve as a member of the Board of Directors.
2. Conduct the general correspondence of the Auxiliary as authorized by the President, keeping a carbon copy of all correspondence.
3. Send notification of the Board of Directors Meetings.
4. Annual report due when requested by president.
5. Expenses included in President's account.

State Recording Secretary—The State Recording Secretary is elected in odd years for a term of 2 years. Her duties are:

1. Serve as a member of the Board of Directors and Executive Committee.
2. Keep in permanent form the minutes of the Auxiliary, the Executive Committee, and the Board of Directors meetings.
3. Prepare the transactions of the Annual Convention for publication in the North Carolina Medical Journal.
4. Deliver official minutes and records to her duly elected and installed successor.
5. Annual report due when requested by president.
6. File copy of minutes with C.P.A.

State Treasurer—The State Treasurer is elected in even years for a term of 2 years. Her duties are:

1. Serve as a member of the Board of Directors, the Executive Committee, and Chairman of the Finance Committee.
2. Prepare the annual budget for approval of the Finance Committee, Executive Board, and House of Delegates at Convention.
3. Send packets with instructions and necessary materials to County Treasurers in September, impressing upon County Treasurers the necessity for early collection of dues and sending \$2.00 per member to the State Treasurer between January 1 and January 31 (or as much before as possible).
4. Send dues of \$1.00 per member to National before March 15 in order that all members may be in good standing.
5. Obtain from County Treasurers a list of deceased members.
6. Receive and disburse funds in accordance with the current budget.
7. Receive and disburse funds contributed to the Endowment Funds and the Student Loan Fund, making reports at frequent intervals before Convention to the Chairmen of these funds.
8. Purchase United States Savings Bonds for the Endowment Funds when necessary, keeping these Bonds in a bank Safe Deposit Box.
9. Assist the Student Loan Fund Chairman by handling loans which are approved and also collecting the loans upon maturity.
10. Keep an alphabetical card file of members showing the years dues are paid and the state offices held.
11. Send lists to the Auxiliary News Chairman and President-Elect of new members, "dropped" members, and changes of address.

12. Make reports to the President at frequent intervals in order that she may be informed regarding the financial status of the Auxiliary.

13. Make an Annual Report which shall be audited by a Certified Public Accountant.

14. File audited report with the State Medical Society Office for publication in the North Carolina Medical Journal, including a brief narrative of the year's work.

15. Compile alphabetical list of members with addresses, indicating county auxiliary by "key" numbers, for publication in the North Carolina Medical Journal.

16. File a Financial Report of Convention Income and Expenses with Mr. James T. Barnes, Executive Secretary of the Medical Society.

State Finance Adviser—(Immediate Past Treasurer—Appointed by the President)—Duties:

1. Serve as a member of the Board of Directors.

2. Act in advisory capacity on financial questions whenever requested to do so.

State Parliamentarian—The State Parliamentarian is appointed by the President for a term of 1 year. Her duties are:

1. Be present at all meetings of the Auxiliary and the Board of Directors.

2. Serve as a member of the Board of Directors.

3. Be familiar with Robert's Rules of Order Revised, and with the State By-Laws.

4. Render a parliamentary opinion when called upon to do so.

III State District Councilors

The State District Councilors are elected at District Meetings or appointed by President for a term of 3 years. Their duties are:

1. Represent the members-at-large and Auxiliaries of her District on the Board of Directors.

2. Attend the meetings of the Board of Directors and the Annual Convention.

3. Be familiar with the counties of her district and work with the President of each County Auxiliary.

4. Serve under the First Vice-President in organizing new county auxiliaries and securing members-at-large.

5. Arrange with the President of the hostess County Auxiliary and the District Councilor of the Medical Society details and program for the District meetings.

6. Send invitations to the District meetings to all County Auxiliaries comprising the district, its members-at-large, those eligible for membership, as well as the State President and President-Elect.

7. Preside at District Meetings.

8. Keep informed on all Auxiliary projects.

9. Hold the election of her successor at the District Meeting in the event her term is expiring, or if no District Meeting is held, to secure someone to serve in that capacity, reporting the name to the President and President-Elect for official appointment.

10. Secure from County Presidents the names of those women in the District able and willing to fill the vacancies occurring on the Board of Directors. Those names to be sent to the President-Elect January 1.

11. Annual report due when requested by president.

12. Are responsible to the state president for the annual reports of the county presidents in her district.

13. Expense account sent to Treasurer by April 10.

IV State Standing Committees

American Medical Education Foundation—The American Medical Education Foundation is a fund-raising project of the American Medical Association designed to alleviate the financial difficulties of the nation's medical schools through private funds. Chairman appointed in even years for a term of 2 years. Her duties are:

1. Serve as a member of the Board of Directors.

2. Inform members of the importance of this project through County Chairman.

3. Deposit promptly contributions to the AMEF Auxiliary Fund bank account.

4. Keep the following records accurately:

(a) Income report form

(b) Amounts contributed

(c) Names of contributors

(d) Type of contribution—Memorial or Honorary

(e) Name of school, if any, for which contributions are designated.

5. Acknowledge all contributions.

6. Send to State Doctor's Day Chairman a list of those Auxiliaries making contributions to AMEF in honor of Doctor's Day.

7. Annual report for State President due February 20 in triplicate, double spaced and typed. Retain one for files, send two to President.

8. Expense account (see budget) to Treasurer by April 10.

9. Forward all funds to National Auxiliary AMEF Chairman with Income Form Report by May 15.

Auxiliary News—In August 1949, when Mrs. Thomas Leslie Lee was president, Mrs. H. M. Dalton, press and publicity chairman sent a newsletter to all Board members of the Auxiliary. In 1952 the Hospital Care Association of Durham sponsored a quarterly newsheet which was sent to all Auxiliary members.

This Chairman is appointed in even years for 2 years. Since 1953 the Auxiliary News is published by the Public Relations Department of Hospital Savings Association in Chapel Hill, the Auxiliary supporting the costs of mailing list and dispatch postage. Each member receives it upon payment of her \$2.00 State Dues. Duties are:

1. Serve on Board of Directors

2. Encourage each County Chairman to:

(a) send in interesting local Auxiliary news as well as clippings and glossy prints from the local newspaper.

(b) report any changes of address and names and addresses of new members.

3. Serve as a medium of communication from State officers to the membership and to interpret the activities and achievements of the Auxiliaries to the membership.

4. Deadlines are:

September 15—Fall Issue

December 15—Winter Issue

March 15—Spring Issue

June 15—Summer Issue

5. Annual report due when requested.

6. Expenses for Auxiliary News is a budgeted item.

Awards—This Chairman appointed annually by the President. Her duties are:

1. Serve as a member of the Board of Directors.

2. Appoint 3 members to serve with her on this committee (considering the proximity of the appointees)

3. Outline method of reporting for the County Presidents.

4. Check with all donors of past Awards to see if they are to be continued.

5. Present report of the Awards Committee at the Annual Convention.

6. Expense account to Treasurer by April 10.

Bulletin—The BULLETIN is one of our chief means of communication. It is published in Sept., Jan., March, and May. The price is one dollar per year. It is a MUST for all officers and chairmen of state and county. A member cannot be informed on National Auxiliary activities unless she has the BULLETIN as a source. Auxiliary activities? Read about them in the BULLETIN. Its duties are:

1. Encourage 100% subscription by membership, possible by including the price of the subscription in the dues.

2. Serve as a member of the Board of Directors.

3. Annual report due February 20.

4. Expense account to Treasurer by April 10.

Civil Defense—Appointed in even years for 2 years. Civil Defense has become a part of our daily living. It is essential that each Auxiliary member know how to care for her family in the event of an enemy attack or natural disaster. Duties are:

1. Serve as a member of the Board of Directors.

2. Attend regional and state meeting of Civil Defense.

3. Provide material for Civil Defense programs for County Auxiliaries.

4. Urge the establishment of Civil Defense Organizations in those counties in which they are absent.

5. Urge a real contribution to Civil Defense through the local Civil Defense Director.

6. Encourage participation in the Emergency Food Storage Plan.

7. Annual report due when requested.

8. Expense account to Treasurer by April 10.

Doctor's Day—Appointed in odd years for a term of 2 years. March 30 – Project of the Auxiliary to the Southern Medical Association. The purpose of Doctor's Day is to honor the medical profession. The official flower is the red carnation. Duties are:

1. Serve as a member of the Board of Directors.

2. Send list of suggestions for observance of Doctor's Day to County Chairmen.

3. Arrange displays of posters and scrapbooks from County Auxiliaries pertaining to Doctor's Day at the Annual Convention

(Posters and scrapbooks are the responsibility of county chairman).

4. Annual report due when requested.
5. Expense account to Treasurer by April 10.

Historian—Appointed in even years for 2 years. Duties are:

1. Collect, arrange, and file reports from State Officers and Chairmen, Councilors, County Presidents and such special reports as are appropriate.

2. Serve on the Board of Directors.

3. Compile annual history of the State Auxiliary and send to National History Committee.

4. Report should include:

- (a) list of names and addresses of officers and standing committee chairmen
- (b) list of members in the state who hold national positions
- (c) outstanding achievements of the Auxiliary year
- (d) brief summary of the Annual Meeting, including date and place, number registered, special guests and speakers and a copy of the program

5. Annual report to the President due when requested.

6. Expense account to Treasurer by April 10.

Legislation—Appointed in odd years for 2 years. The future of American Medicine will, no doubt, hinge upon future legislation. It is therefore essential that the Auxiliary membership keep informed on proposed Federal and State legislation in fields of health and welfare programs. An active cooperation by the Auxiliary with the Medical Society is of the utmost importance. Duties are:

1. Serve as a member of the Board of Directors

2. Forward the names and addresses of the State Committee members and County Chairmen to National Auxiliary's central office, requesting placement on the AMA Washington Office mailing list for material on legislation (Washington Letter – A.M.A. Washington Office, 1523 L St., N. W., Washington 5, D. C.)

3. When possible, establish friendly relationship with congressmen and other lawmakers, and encourage the County Chairmen to do likewise.

4. Keep informed by reading available material on Medical Legislation.

5. Send suggestions to County Chairmen on specific legislation requiring attention.

6. Emphasize the importance of each County President requesting a brief report on current health legislation at each meeting.

7. Consult frequently with Program and Public Relations Chairmen for closer cooperation.

8. Annual report due when requested.

9. Expense account to Treasurer April 10.

Memorials—Appointed in odd years for 2 years. Duties are:

1. Serve on the Board of Directors.

2. Obtain from the Treasurer or Memorials Chairmen of each County Auxiliary a list of deceased members of that year.

3. Send list of deceased members to the National AMA Auxiliary Office.

4. Conduct Memorial Service at Annual Convention.

5. Annual report due when requested.

6. Expense included in Convention Budget.

Mental Health—Appointed in odd years for a term of 2 years. Mental Health is the number one health problem in our nation today. Duties are:

1. Serve on the Board of Directors.

2. Study existing conditions in the state and nation regarding mental health facilities and needs.

3. Attend the meetings of the North Carolina Mental Health Association.

4. Encourage active participation in the North Carolina Mental Health Association and observance of Mental Health Week.

5. Urge the inclusion of the topic of Mental Health in County Programs.

6. Annual report due when requested.

7. Expense account to Treasurer by April 10.

State Nominating Committee—The State Nominating Committee is composed of five members, no two of whom shall be from the same district; elected, with two alternates, at the Pre-Convention Board Meeting for a term of 1 year; the Chairman to be elected at their meeting immediately following their election. Its duties are:

1. Present a slate of officers at the Annual Convention as follows:

Odd Years: President-Elect, Recording Secretary.

Even Years: President-Elect, Second Vice-President,
Treasurer

2. Notify the President-Elect of the slate upon its completion.
3. Report shall be made public *only* at the Annual Convention.
4. If any vacancy should occur in any office the President may request the Nominating Committee to submit a list of eligible candidates.

5. Expense account to Treasurer by April 10.

Program—Appointed in odd years for 2 years. Duties are:

1. Serve on the Board of Directors.
2. Distribute suggestions for program material from the National Office.
3. Stress the importance of accurate files for County Chairmen to be used the following year if necessary.
4. Work closely with other State Chairmen in distribution of specific material for programs.
5. Annual report due when requested.
6. Expense account due April 10 to Treasurer.

Publicity—Appointed annually by the President. Duties are:

1. Publicize Auxiliary activities through the press as well as the Auxiliary News, particularly concerning the annual convention.
2. Expense account to Treasurer by April 10.

Community Service—No one month or special time is designated for public relations because public relations are full time. Your contacts as auxiliary members are public relations. As you are recognized and identified as a member of the Auxiliary, you for the moment personify the Auxiliary to your audience or beholder. The impression created of our organization will be the impression created by you.

Appointed in odd years for 2 years. Duties are:

1. Serve on the Board of Directors.
2. Send a current copy of County Public Relations Chairmen to the State Society and National offices.
3. Provide a list of selected approved suggestions for County Chairmen.
4. Collaborate with the Public Relations Committee of the Medical Society of the State of North Carolina, Mr. William N. Hilliard, Executive Assistant, by sponsoring the High School Essay Contest—Topics 1956–57 “The Advantages of Private Medical Care”, and “The Advantages of the American Free Enterprise System”.
5. Annual report due when requested.

6. Expense account due to Treasurer April 10.

7. Clippings of each medical related story appearing in local newspapers should be mailed to Executive Assistant for Public Relations, 212 Capital Club Bldg., Raleigh, N. C.

Radio and Movies—Appointed in odd years to serve for 2 years. The primary function of this committee is to assist in arranging worthwhile radio and television programs and to provide appropriate films for various Auxiliary activities. Duties are:

1. Serve on the Board of Directors
2. Present special project for the year.
3. Prepare list of available material.
4. Annual report due when requested.
5. Expense account due to Treasurer April 10.

6. Collaborate with State Society, Public Relations, Visual Education, Refer to Mr. William N. Hilliard.

Paramedical Careers Recruitment—Appointed in even years for 2 years. Duties are:

1. Serve on the Board of Directors.
2. Stimulate interest in careers in nursing and encourage close cooperation with the North Carolina State Nurses Association, and the North Carolina League for Nursing.
3. Work with the Student Loan Fund Chairman to publicize the available fund for nursing careers.
4. Make available program and recruitment material for County Auxiliaries.
5. Request reports from County Auxiliaries of available scholarships and loans with full particulars to be kept in accurate file.
6. Annual report due when requested.
7. Expense account due April 10 to Treasurer.

Research—Appointed in even years to serve for two years. A project of Southern Medical Association Auxiliary. Duties are:

1. Serve on the Board of Directors.
2. Request for retention in files:
 - a. Information on outstanding contributions to the progress of Medicine in each county.
 - b. Honors bestowed upon doctors.
 - c. Biographies of pioneer doctors.
 - d. Clippings concerning doctors in county.
3. Annual report due when requested by president.
4. Expense account to Treasurer by April 10.

By-Laws—Appointed in even years for a term of two years. Duties are:

1. Serve on Board of Directors.
2. Be familiar with the State By-Laws as well as the By-Laws of the Woman's Auxiliary to the American Medical Association.
3. Be familiar with Robert's Rules of Order Revised.
4. Publish proposed revisions to the By-Laws in the Auxiliary News, thirty days prior to the Annual Convention.
5. Annual report due when requested by president.
6. Expense account to Treasurer by April 10.

Community Health—Appointed in even years for a term of two years. Duties are:

1. Serve on the Board of Directors.
2. Stimulate interest in the Rural Health program.
3. Attend the annual Rural Health Conference as a representative from the Auxiliary.
4. Annual report due when requested by the president.
5. Serve on the Advisory Committee to the Medical Society Committee on Rural Health and Education and help plan the District Rural Health Conferences.
6. Expense account to Treasurer by April 10.

Safety—Safety committee began in 1958. The Chairman is appointed in odd years for a term of two years. Duties are:

1. Serve on the Board of Directors.
2. Stimulate interest in Safety. May have a Safety Exhibit at the Annual Convention for this purpose.
3. Annual report due when requested by the president.
4. Expense account to Treasurer by April 10.

Sanatoria Beds—Appointed by the Second Vice-President in even years. Duties are:

1. Serve on the Board of Directors.
2. To determine, by recommendations from the Medical Staff, who will occupy the beds.
3. Solicit funds for the completion of the Yoder Bed Endowment Fund.
4. Keep in touch with the occupant of each bed, and inform the Auxiliary of his needs.
5. Supply County Auxiliaries with a remembrance schedule for each bed and request clearance with each chairman to prevent duplication of gifts.
6. Encourage visits to bed guests.

7. Annual report to president and second vice-president when requested.

8. Expense account due to the Treasurer April 10.

Scrapbook—Appointed in even years for two years. Duties are:

1. Serve on the Board of Directors.

2. Request all news items, pictures and other materials concerning County Auxiliaries for Scrapbook.

3. Request Yearbooks from those Auxiliaries publishing them.

4. Request Chairman in county holding District Meeting for news items.

5. All material for State Scrapbook must be sent in by April 15.

6. Compile and display Scrapbook at Annual Convention.

7. Expense account to Treasurer by April 10.

Student Loan Fund—The Student Loan Fund was created May, 1930, for the purpose of providing education for doctors' children who by some circumstance would need a temporary loan. In 1952 the amount of the loan was increased to \$500.00 per person instead of \$100.00 and in 1955 it was made available to worthy individuals for use in their junior and senior years in their study and training in medicine, nursing, and allied fields.

To procure a loan, application is made to the Chairman, who in turn must consult with the Executive Committee and the Advisory Committee.

Appointed by the Second Vice-President in even years for a term of two years. Duties are:

1. Serve as a member of the Board of Directors.

2. Investigate all applications in cooperation with the Executive Committee to award the loans.

3. Report on the progress of the recipient of the loan.

4. Encourage contributions to support this fund.

5. Annual report to the president and the second vice-president when requested.

6. Expense account to the Treasurer by April 10.

Today's Health—Appointed in odd years for two years. The circulation of the American Medical Association's publication, *Today's Health*, is the responsibility of every Auxiliary member. Duties are:

1. Serve as a member of the Board of Directors.

2. Act as liaison between County and National Chairmen.

3. Distribute lists of renewals sent out by the National office.

4. Keep an accurate account, by counties, of subscriptions over the state.

5. Encourage wider circulation.

6. Annual report to President when requested.

7. Expense account to Treasurer by April 10.

Yearbook—Duties are:

1. Serve on the Board of Directors.

2. Appoint a committee to assist her in her work.

3. Revise Yearbook material as necessary.

4. Edit annual publication of the yearbook.

5. Expenses included in President's budget for Printing and Supplies.

STATE MEETINGS OF THE AUXILIARY

I—Board of Directors Meeting

The Board of Directors shall meet in the fall at the call of the president. With the help of the Executive Committee she selects the place and date. The local County or District Auxiliary shall be responsible for the arrangements committee.

A. Duties and Responsibilities of the Chairman:

a. Place of meeting

b. Hospitality and Information

c. Registration and Distribution of packets

d. Entertainment (luncheon menu and decorations)

e. Equipment (committee meeting rooms etc.)

f. Credentials

If possible, plans for this meeting should be announced at the State Convention. (President-Elect's Board Meeting).

II—Annual Convention

The Annual Convention of the Auxiliary shall be held at the same time and place as that of the Medical Society of the State of North Carolina. The voting delegates of the convention are: Board of Directors and the delegates elected by the component auxiliaries.

All members of the Auxiliary may attend the sessions of the convention and doctors' wives who are not members are privileged to attend as guests.

The Annual Convention is the outstanding opportunity of the year for stimulating the state work. The counties most successful

in promoting the work of the Auxiliary are those whose officers and members avail themselves of this opportunity. The State Auxiliary directs the plans for the Annual Convention. They should be made and approved by January each year and should be widely publicized. The president-elect should be consulted and given an opportunity to hold a convention board meeting. The local county or district auxiliary shall be responsible for the arrangements committee with the assistance of the president's county auxiliary if desired.

The president should appoint a Convention Chairman and meet with her and her committee to work out all details of the meeting as early as January.

Duties and responsibilities of the Convention Chairman:

1. As soon as appointed the chairman should confer with the chairman of the committee on local arrangements from the Medical Society as to: Headquarters and general plan of entertainment.

2. She should appoint the chairmen and co-chairmen of the following committees; (subject to change if needed)

- a. Information and hospitality

- b. Credentials

- c. Entertainment (luncheon, tea, golf, fashion show, bingo, bridge party, etc.)

- d. Flowers and decorations

- e. Transportation

- f. Publicity

- g. Exhibits

- h. Executive Meetings

- i. Convention equipment

3. She should give specific instructions to each committee, the membership of which should be according to the duties.

4. She should keep in touch with all committee chairmen and the State president.

5. A gift of \$500.00 (Five hundred dollars) is given to the Auxiliary each year by the Medical Society of the State of North Carolina to cover the cost of the Convention. The fund is disbursed by the State Treasurer upon the authorization of the State Convention Chairman.

6. She should be careful to keep Convention expenses within the \$500.00 allocated for the Convention.

County Presidents

Duties and responsibilities:

A President is selected because of her interest in Auxiliary work, her ability and leadership. Her enthusiasm and leadership are reflected in the work done by her Auxiliary. Her duties are:

1. Represent her Auxiliary at the State Convention.
2. Required to attend Fall Workshop.
3. Organize county on same plan as state.
4. Choose projects from suggested material suitable for her Auxiliary.
5. Request appointment of an Advisory Committee from her County Medical Society.
6. Keep accurate files to be turned over to her successor.
7. Have all projects approved by the Advisory Committee of her County Medical Society.
8. Be prompt with reports to the State Auxiliary President and see that committee chairmen file their reports on time with the corresponding State Officers and Chairmen.
9. Send names of officers and committee chairmen to state president as soon as appointed.
10. Send annual report to District Councilor.
11. Annual report due when requested.

May – Send names of Committee Chairmen (Form 1) for the coming year to President-Elect.

January – Send names of newly elected officers to President-Elect and President; send name of newly elected Treasurer to State Treasurer; send recommendations for vacancies occurring in State offices to District Councilors.

March 1 – Send names of delegates to Annual Convention (1 delegate for first 25 paid members or less and an additional delegate for every additional 25 paid members)

Instructions for County Treasurers

1. The State fiscal year runs from July 1 through June 30. Dues for the “current” year should be sent between January 1 and January 31, *or as much before as possible*, to the State Treasurer. The dues are \$2.00 per member. (The State Treasurer sends \$1.00 of this to the National Treasurer for each member.)

2. Packets containing instructions and necessary materials will be mailed to County Treasurers in September. Careful reading of

the instructions will eliminate many of the problems for both the County Treasurer and the State Treasurer. These may change slightly from year to year with revised forms, and although the past year's records may be helpful, it is essential that the new forms be used and new instructions followed carefully.

3. An essential "tool" is the supplement to the North Carolina Medical Journal which contains the alphabetical list of members as well as a list by counties. These are sent to every physician who is a member of the Medical Society. If you wish to have your own copy and not use your husband's, one may be secured from Mr. James T. Barnes, Executive Secretary, The Medical Society of the State of North Carolina, Capital Club Building, Raleigh, at a cost of \$2.06 per copy.

4. Another "tool" which is most helpful is the HANDBOOK of the Woman's Auxiliary to the A.M.A.

5. Maintain the individual card file system. This is an important record for each county because it shows the individual's record of payment throughout her auxiliary years. Records of inactive members should *not* be destroyed. Often those who have been dropped because of non-payment of dues may later wish to be reinstated. Resigned members frequently rejoin. Cards of deceased members should be kept for a reasonable length of time.

6. Contributions to the Endowment Funds and the Student Loan Fund should be sent to the State Treasurer by February 15, *a separate check for each*, denoting the fund for which it is intended.

7. Contributions to the A.M.E.F. should be sent to the A.M.E.F. chairman. These funds do *not* go through the State Treasurer's books.

8. A list of deceased members (active or inactive) should be sent to the State Treasurer. A list of these names should also be sent to the Memorials Chairman.

9. Information concerning members who move should be given the State Treasurer. The master file can be complete only insofar as the County Treasurer keeps the State Treasurer informed. When a member moves from one county to another, a transcript of her previous record will be sent to the County Treasurer by the State Treasurer.

10. At the end of your term, send the name of your successor to the State Treasurer. If you remain in office another term, please advise her so.

11. Call upon your State Treasurer at any time for whatever assistance she may be able to give you.

Parliamentary Pointers

Parliamentary rules have been developed to assure justice and courtesy to all; to allow the majority to rule and at the same time to protect the rights of the minority, and to maintain order.

The president and president-elect are ex-officio members of every committee except the nominating committee and should be notified of all committee meetings.

Pointers for conducting a meeting:

1. Open the meeting on time.
2. Strike once with the gavel and say, "The meeting will please come to order" or if an annual convention say "By the authority invested in me as President of the Woman's Auxiliary to the Medical Society of the State of North Carolina I now declare the _____ annual convention in session."
3. Stand when addressing the meeting. It adds to the self-confidence of the president and keeps the attention of the members.
4. Follow a regular order of business and watch the timing.
 - a. Call the meeting to order.
 - b. Invocation
 - c. Pledge
 - d. Ask the secretary to read the minutes of the last meeting, followed by, "Are there any additions or corrections to the minutes? If not, they stand approved as read;" or "The minutes stand approved as corrected."
 - e. Ask for the treasurer's report, followed by, "This will be placed on file."
 - f. Reports from standing and special committees.
 - g. Unfinished business.
 - h. New business.
 - i. Program (When ready for the program, the president will say, "The Program Chairman will now take charge of the meeting and present the program.")
 - j. The president never leaves the chair unless necessary for personal remarks or reports and then she asks the vice-president to take the chair.
 - k. After the program the president asks if there is any further business today? If not, she asks for a motion of adjournment.

Someone then says, "Madam President, I move we adjourn." The motion is seconded. The president then says: "It has been moved and seconded to adjourn. Those in favor will say *Aye*; those opposed will say *No*. The ayes have it and the meeting is adjourned."

5. The business of the auxiliary is done by a series of motions. The president may give any information she may have involving the business before the group but does not enter the discussion. The president should say, "It has been moved and seconded that _____. Is there any discussion? Any further discussion? If not, those in favor say *Aye*, those opposed *No*." She should state whether the motion is carried or lost.

6. The president retains the right to vote but it is not customary for her to do so except:

a. When the vote is by ballot or roll call.

b. In case of a tie: A tied vote is a lost vote unless the president decides to vote in favor of it and create a majority.

Past Presidents

Organizing Chairman—Mrs. Paul P. McCain	1923
Mrs. Paul P. McCain— <i>Southern Pines</i>	1924
Mrs. I. W. Faison*— <i>Charlotte</i>	1925
Mrs. J. Howell Way— <i>Waynesville</i>	1926
Mrs. R. S. McGeachey*— <i>New Bern</i>	1927
Mrs. B. J. Lawrence— <i>Raleigh</i>	1928
Mrs. A. B. Holmes— <i>Fairmont</i>	1929
Mrs. G. H. Macon— <i>Warrenton</i>	1930
Mrs. W. B. Murphy— <i>Snow Hill</i>	1931
Mrs. R. S. McGeachey*— <i>New Bern</i>	1932
Mrs. W. P. Knight— <i>Greensboro</i>	1933
Mrs. J. W. Huston*— <i>Asheville</i>	1934
Mrs. J. B. Sidbury*— <i>Wilmington</i>	1935
Mrs. C. P. Eldridge— <i>Raleigh</i>	1936
Mrs. J. R. Terry— <i>Lexington</i>	1937
Mrs. W. T. Rainey— <i>Fayetteville</i>	1938
Mrs. Joseph A. Elliott*— <i>Charlotte</i>	1939
Mrs. C. F. Strosnider— <i>Goldsboro</i>	1940
Mrs. Clyde Hedrick— <i>Lenoir</i>	1941
Mrs. Sidney Smith— <i>Raleigh</i>	1942
Mrs. R. A. Moore— <i>Winston-Salem</i>	1943
Mrs. K. B. Pace— <i>Greenville</i>	1944
Mrs. J. T. Saunders— <i>Asheville</i>	1945
Mrs. Erick Bell— <i>Wilson</i>	1946
Mrs. Frederick R. Taylor— <i>High Point</i>	1947
Mrs. W. Reece Berryhill— <i>Chapel Hill</i>	1948
Mrs. Raymond Thompson— <i>Charlotte</i>	1949
Mrs. Thomas Leslie Lee— <i>Kinston</i>	1950
Mrs. Harry L. Johnson— <i>Elkin</i>	1951
Mrs. B. Watson Roberts— <i>Durham</i>	1952
Mrs. Roscoe D. McMillan— <i>Red Springs</i>	1953
Mrs. Gilbert M. Billings— <i>Morganton</i>	1954
Mrs. Powell G. Fox— <i>Raleigh</i>	1955
Mrs. Robert D. Croom, Jr.— <i>Maxton</i>	1956
Mrs. Harvey C. May— <i>Charlotte</i>	1957
Mrs. Donnie M. Royal— <i>Salemburg</i>	1958

* Deceased

Convention Cities

1923 Asheville	1942 Charlotte
1924 Raleigh	1943 Raleigh
1925 Pinehurst	1944 Pinehurst
1926 Wrightsville Beach	1945 No Annual Meeting Board Meeting – Raleigh
1927 Durham	1946 Pinehurst
1928 Pinehurst	1947 Virginia Beach
1929 Greensboro	1948 Pinehurst
1930 Pinehurst	1949 Pinehurst
1931 Durham	1950 Pinehurst
1932 Winston-Salem	1951 Pinehurst
1933 Raleigh	1952 Pinehurst
1934 Pinehurst	1953 Pinehurst
1935 Pinehurst	1954 Pinehurst
1936 Asheville	1955 Pinehurst
1937 Winston-Salem	1956 Pinehurst
1938 Pinehurst	1957 Asheville
1939 Bermuda	1958 Asheville
1940 Pinehurst	
1941 Pinehurst	

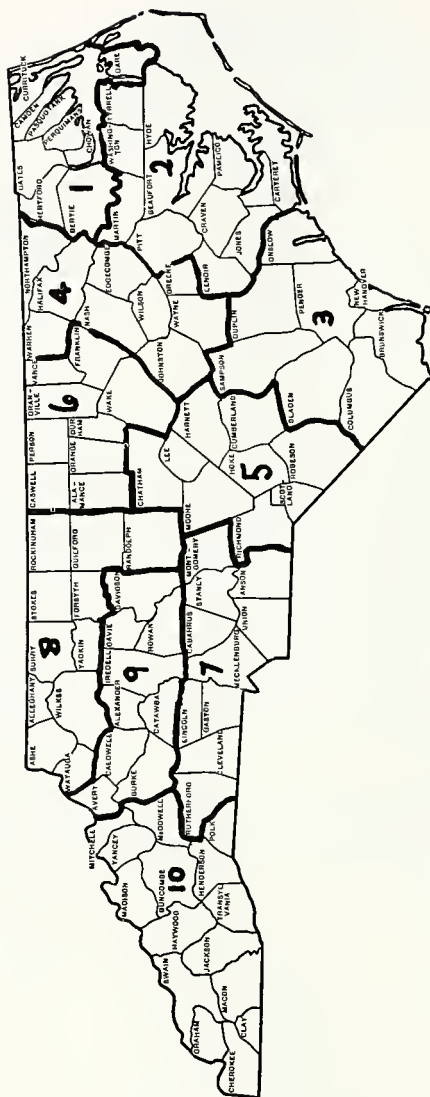


DOCTOR'S DAY EMBLEM

(This Doctor's Day emblem was presented by the Greensboro Branch of the Guilford County Auxiliary and was officially adopted by the Auxiliary to the Medical Society of the State of North Carolina at the Annual Meeting held in Asheville May, 1957. The gold caduceus is a symbol of the high ideals of the medical profession, and the three red carnations placed at the top represent faith, hope, and courage.)

May we be dedicated to the *ideal* of promoting the physical healing, mental happiness, and spiritual well-being of all North Carolinians.

May we possess the *hope* to visualize ultimate success, the *faith* to plan on a grand scale, and the *courage* to overcome the problems which must confront us.



MEDICAL AUXILIARY DISTRICTS

ACKNOWLEDGEMENTS

The Handbook committee wish to acknowledge the debt of gratitude we owe to all Auxiliary leaders both National and State whose ideas have been incorporated in this book.

We wish to thank Dorothy Royal (Mrs. Donnie M.), president, who appointed us to do this job and who met with us and shared her ideas; Mary Johnson (Mrs. Paul W.), incoming president, who came and looked over our plans and gave us the benefit of her thinking; and the committee whose chairman was Mary Gay (Mrs. Charles H.) who edited the Yearbook for 1956-57 which incorporated handbook material. We have used much of this material in our effort to present a comprehensive and useful handbook for all auxiliary members. Mary Gay is a valuable member of our committee. Special appreciation is extended our printer, Mr. Randall McLeod, for his painstaking care in making this book as correct and attractive as possible.

Each member of the Handbook committee has contributed thoughts and ideas; reviewed the manuscript and made important decisions.

It has given us great satisfaction to produce the first Handbook for the Auxiliary to the Medical Society of the State of North Carolina.

MRS. BENNETT WATSON ROBERTS
Chairman, Handbook Committee
MRS. ROSCOE D. McMILLAN
MRS. ROBERT D. CROOM, JR.
MRS. CHARLES H. GAY
MRS. JOSEPH M. HITCH

NOTES

